

WATER / WASTEWATER OPERATOR / FACILITIES MAINTENANCE WORKER

Sipaulovi Village
Report to whom (title): CSA
Revised: 12/18/2015

INTRODUCTION: This position is responsible for maintain, operating and monitoring the water/wastewater systems and maintenance of village owned property and equipment for Sipaulovi Village. The incumbent performs duties of technical difficulty & complexity requiring knowledge in water systems operations, building trades construction & maintenance, and applicable tribal, state and federal EPA laws, regulations, policies & procedures.

DUTIES: (The following examples of duties are to be illustrative only and are not intended to be all-inclusive or restrictive)

1. Responsible for compliance, maintenance, operation and monitoring of the water/wastewater systems & lagoon under the jurisdiction of the village in accordance with applicable tribal & federal EPA regulatory policies & codes; keeps current on water/wastewater rules & regulations; maintains village owned property, equipment and vehicles.
2. Monitors and reads gauges, meters and control devices, interprets and records readings; operates valves and gates, starts & stops pumps, engines & generators, and other processing equipment to control flow and treatment processes as may be required; inspects and conducts preventative maintenance on gauges, meters and other device to ensure proper working conditions; reports major repairs to the supervisor and provides corrective action.
3. Collects & prepares monthly water samples from wells, tanks & faucets for field testing and/or equipment to qualified laboratories for organic/inorganic testing; applies chlorination, fluoridation or other chemical preventatives if contamination is detected by field or laboratory tests; ensures water quality meets the health & safety standards mandated by federal EPA regulations and tribal health codes; and takes corrective measures.
4. Conducts preventive maintenance on village owned property, equipment and vehicles, schedules for repairs all community facilities, property, equipment and vehicles; completes equipment failure reports and analyzes causes for failure, secures parts and materials and prepares purchase requisitions.
5. Operates heavy equipment in conducting waterline installations and repairs in accordance with traffic safety regulations; maintains record of fuel usage and operator time.
6. Prepares monthly narrative, technical & statistical reports, cost estimates, etc., as necessary for submittal to supervisor and Sipaulovi Water Association, attend monthly Sipaulovi Water Association meetings to give oral reports and as requested, to the Village Board of Directors.
7. Establish and maintains an automated and manual records management system of operational correspondence, daily maintenance activities, inventory of materials & tools (replenishes when necessary), map of water & sewer lines, water use data, testing, etc., maintains purchase & repair history of equipment.
8. Performs other duties as assigned or authorized to achieve village goals and objectives.

COMPLEXITY: The work includes various duties involving different and related processes and methods. The decision regarding what need to be done depends upon the assessment of the situation, selecting

among variation in approach, analysis of incomplete conflicting data. The chosen course of action is selected from alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Sipaulovi Community Service Administrator. The supervisor makes assignments by defining general objectives, priorities and deadlines and assists the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training or standard practices in the occupation. Completed work is evaluated for technical soundness, appropriateness and conformity to instructions, policies and organizational requirements.

A. Abilities:

- Ability to plan and accomplish work in accordance with established goals, objectives, priorities and timelines
- Ability to read and interpret documents such as federal regulations (SDWA) Clean Water Act, (OSHA etc.) and maintenance instructions, procedure manuals and maintenance manuals
- Ability to calculate figures, percentages, area, circumference, volume and other similar calculations
- Ability to read as-built drawings, wiring diagrams and other technical information
- Ability to comprehend governmental regulations and to make decisions related to compliance
- Ability to identify, analyze and solve problems independently
- Ability to prioritize workload; follow-up on assignments; direct and perform quality maintenance services in a cost-effective manner
- Ability to establish and maintain a positive effective working relationships with others

B. KNOWLEDGE:

- Knowledge of computers and applicable software applications
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NECESSARY SPECIAL REQUIREMENTS:


1. Possess or be able to obtain a current Arizona Commercial Drivers License and complete/pass the Hopi Tribe's Defensive Driving course.
2. Possess a current Water/Wastewater certification and maintains certification
3. Possess or obtain Electrical certification.
4. Be physically capable of carrying out the duties of the position.

DESIRED QUALIFICATION:

1. Speak and understand the Hopi language in order to communicate with village members.

Salary: \$15.80 per hour

REVIEWED BY:



Community Services Administrator

12/21/2015

Date

APPROVED BY:



Chairwoman, Board of Directors

12/21/15

Date